

WELCOME TO M.I.A.M.I. !

Macra Instant Access to Membership & Information



Macra Club Secretary User Manual

Contents	Getting Started	Pg2
	Viewing Club Records	Pg3-6
	Affiliation of Members / Payment	Pg7-13
	Editing Members Details	Pg14
	Updating Club Officers	Pg 15

*****Please note this is only a basic guidance manual; Screen-shots, dates, names etc are only examples and may not represent “Macra real-time”. Some menu’s are subject to change as we develop database further.*****

A Club Secretary can -

- 1) View their club records.
- 2) Add members to their club and update their membership status (Pay / Renew their affiliation fee).
- 3) Edit member's details- *but not date of birth or the club.*
- 4) Assign / update club officers.

You Need!

- We recommend using a computer / laptop.
- Internet Access
- Username and Password

Password and username will be emailed (by National Office) to the email address we have on file for your club secretary (WE NEED A VALID EMAIL ADDRESS)

Your username will be in this format: **ardagh_secretary@macra.ie** (this is not an actual email address just a username)

Getting Started – Logging in


Type macra.force.com into the top bar of your internet browser (do not type www. Etc)

Login using the username and password you receive from National Office.




MIAMI - Macra Instant Access for Membership and Information

[Login](#) | [Forgot Your Password?](#)



Macra na Feirme




Authorization Required
You must first log in or register before accessing this page.
If you have forgotten your password, click [Forgot Password](#) to reset it.

Username

Password

[Login](#)

[Forgot Your Password?](#)

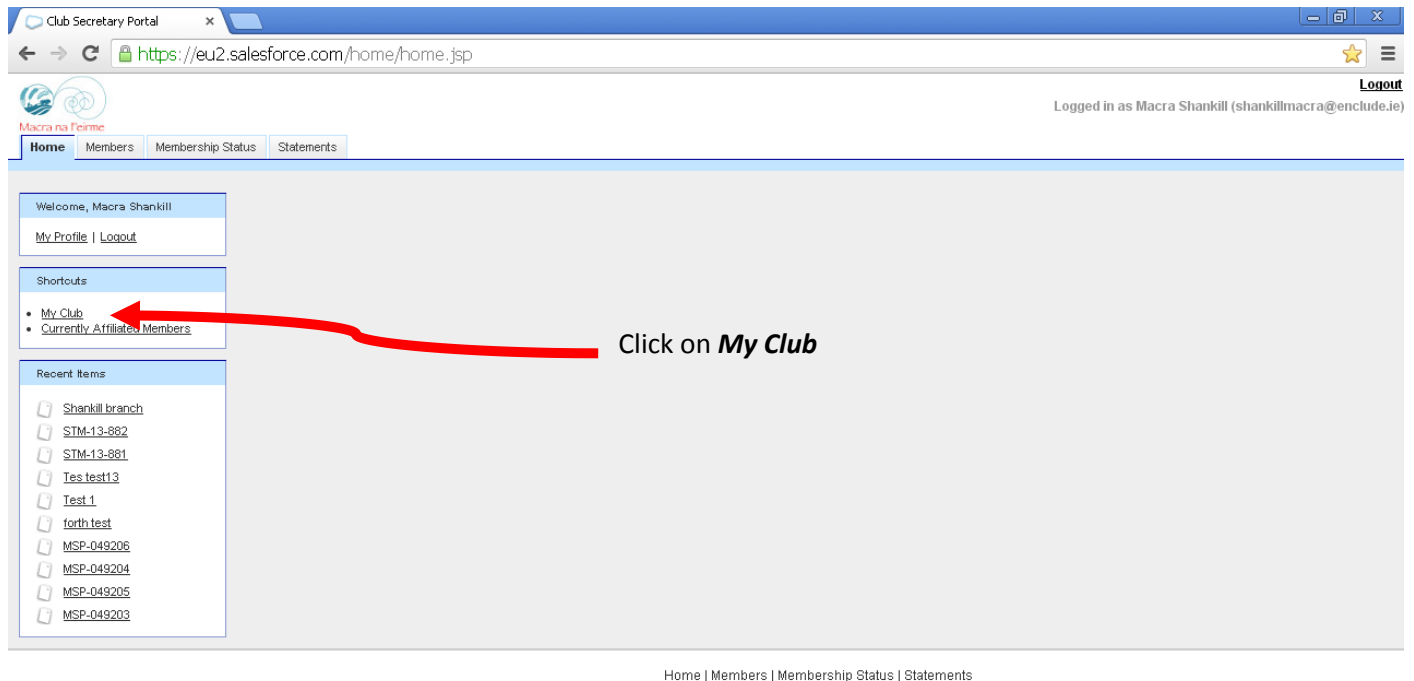
Powered by 
platform as a service

Powered by 
platform as a service

1. Viewing Club Records

Here you can see your “logged-in” screen.

You have 4 tabs - Home, Members, Membership Status & Statements. You will see each of these as we go on through this manual.



My Club.

Here you can see a “club overview”;

- Club Details, Training Officer, Number of Members.
- Club officers (office positions)
- Home club members; All contacts, affiliated, pending, & past members of the club.
- Statements; club statements.
- Memberships; actual members that are paid or pending (Pending refers to a membership on a statement awaiting payment)

Macra na Feirme

Home Members Membership Status Statements

Welcome, Macra Shankill

[My Profile](#) | [Logout](#)

Shortcuts

- [My Club](#)
- [Currently Affiliated Members](#)

Recent Items

- Shankill branch
- OP-012665
- OP-012664
- STM-13-882
- STM-13-881
- Test test13
- Test 1
- forth test
- MSP-049206
- MSP-049204

Club Shankill branch

Click here for a list of currently affiliated members.

[Printable View](#)

This appears on most screens and is a printer friendly view!

Club Detail

Club Name	Shankill branch	College club	<input type="checkbox"/>
Year created	2013		
TDO for county/region	Jacqueline Walsh		
Number of paid members	3		

Office positions

[New Office position](#)

Action	Reference	Member	Position	Start date	End date
	OP-012664	Test 1	Club Chair	06/09/2013	05/09/2014
	OP-012665	forth test	Club Treasurer	06/09/2013	05/09/2014

Home Club Members

[New Member](#)

Action	Name	Phone	Most recent membership status	Pays by direct debit	College club	Area or Town	County	Date of birth	Age	Email
Edit	Sixth test	097	2014 Pending	<input type="checkbox"/>		sss	ddd	11/08/1978	36	
Edit	Test 10	0871234567	2014 Pending	<input type="checkbox"/>		Dublin 4	Dublin	01/03/1991	22	
Edit	Test 11	0861234567	2014 Pending	<input type="checkbox"/>		Dublin 4	Dublin	14/08/1987	26	test11@gmail.com
Edit	Test test13	014789	2014 Paid	<input type="checkbox"/>		shankill	Dublin	04/08/1989	24	
Edit	third test	02333333	2014 Paid	<input type="checkbox"/>		Drumcondra	Dublin	02/08/1990	23	

Show 5 records | [Go to list \(10\) »](#)

Statements

Action	Statement ID	Payment method	Payment received	Total due from members	Total paid by members to National Office	Amount still to be collected
Edit	STM-13-882	Payment pending	<input type="checkbox"/>	€20	€0	€20
Edit	STM-13-881	Cheque sent to National Office	<input checked="" type="checkbox"/>	€30	€0	€0

Memberships

[New Membership Status](#)

Action	Reference	Membership number	Member	Status	Amount paid	Year	Dual membership
Edit	MSP-049202	543721	test	Paid	€20	2014	<input type="checkbox"/>
Edit	MSP-049203	543723	third test	Paid	€20	2014	<input type="checkbox"/>
Edit	MSP-049204	543721	test	Paid	€20	2014	<input type="checkbox"/>
Edit	MSP-049205	543724	forth test	Paid	€20	2014	<input type="checkbox"/>
Edit	MSP-049206	543909	Sixth test	Pending	€0	2014	<input type="checkbox"/>

Always show me [more](#) records per related list

Brings up list of 'members' – This does not state their memberships status. It is just a list of contacts.

This is a list of the statements - batches of memberships – submitted to National Office or awaiting completion

The memberships section shows which members paid membership and for what years. E.g. the member 'test' has paid €20 for 2014.

Members Tab.

Here the secretary by clicking on

The “View” dropdown box can view;

- All Members
- Currently Affiliated Members
- Members Without Contact Details
- Members without Current Occupation

We included these options so you the secretary

Could edit each member’s information and up-date

As the member progresses through Macra;

- Accurate contact details are vital for both your club & Macra nationally.
- The “occupations” information will help us communicate information more accurately to members working in certain sectors, those still in education, those seeking employment etc.

The screenshot shows a web browser window with the URL <https://eu2.salesforce.com/a01/o>. The page is titled "Members: Home ~ Club Sec" and "Macra na Feirme". The navigation bar includes "Home", "Members", "Membership Status", and "Statements". The "Members" tab is active.

On the left sidebar, there is a "Welcome, Macra Shankill" section with links for "My Profile" and "Logout". Below this is a "Shortcuts" section with links for "My Club" and "Currently Affiliated Members". The "Recent Items" section lists several documents: "GAA 7-a-Side Men's Competition 2014", "CM-1308-3479", "Tes test13", "CM-1308-3493", "Shankill branch", and "STM-13-876".

The main content area is titled "Members Home". It features a "View:" dropdown menu with options: "All", "Currently Affiliated Members", "Current Members without Occupation", and "Current Members without Phone or Email". A "Go!" button is next to the dropdown. Below the dropdown is a "Recent" section with a "Create New Member" button.

A table displays member information with columns: Name, Home club, College club, Area or Town, County, and Age. The table contains four rows of data:

Name	Home club	College club	Area or Town	County	Age
test			test	test	23
third test	Shankill branch		Drumcondra	Dublin	23
Tes test13	Shankill branch		shankill	Dublin	24
Fifth Test	Shankill branch		Bluebell	Dublin	23

At the bottom right, there is a navigation bar with links: [Home](#) | [Members](#) | [Membership Status](#) | [Statements](#).

Membership Status View.

Here the secretary can see the status of any of their members; Paid, Pending or Rejected.

This is the section where the secretary would convert a contact / potential member into a member awaiting membership approval. The secretary can put members (new / existing) up for affiliation by clicking on “New Membership Status” **(Covered in more detail on pages 8 - 11.)**

The screenshot displays the Macra na Feirme Club Secretary Portal. The browser address bar shows a Salesforce URL. The user is logged in as Macra Shankill. The navigation menu includes Home, Members, Membership Status (selected), and Statements. The main content area shows the 'All' membership status view. A sidebar on the left contains a welcome message, shortcuts to 'My Club' and 'Currently Affiliated Members', and a list of recent items including 'GAA 7-a-Side Men's Competition 2014', 'CM-1308-3479', 'Tes test13', 'CM-1308-3493', 'Shankill branch', and 'STM-13-876'. The main table, titled 'New Membership Status', lists 10 membership records with columns for Action, Reference, Membership number, Member, Status, Amount paid, Year, Dual membership, and Club. The records show a mix of 'Paid' and 'Pending' statuses for various members, mostly from the 'Shankill branch'. A 'View:' dropdown is set to 'All', and a 'Membership pending' filter is visible. The bottom of the page shows a Windows taskbar with various open applications and the system clock at 16:37.

Home | Members | **Membership Status** | Statements

Action	Reference	Membership number	Member	Status	Amount paid	Year	Dual membership	Club
Edit	MSP-049073	543722	Tes test13	Paid	€40	2013	<input type="checkbox"/>	Shankill branch
Edit	MSP-049074	543723	third test	Paid	€20	2014	<input type="checkbox"/>	Shankill branch
Edit	MSP-049075	543722	Tes test13	Paid	€20	2014	<input type="checkbox"/>	Shankill branch
Edit	MSP-049076	543721	test	Paid	€20	2013	<input type="checkbox"/>	Shankill branch
Edit	MSP-049156	543725	Fifth Test	Pending	€20	2014	<input type="checkbox"/>	Shankill branch
Edit	MSP-049183	543725	Fifth Test	Pending	€20	2015	<input type="checkbox"/>	Shankill branch
Edit	MSP-049184	543725	Fifth Test	Pending	€0	2015	<input type="checkbox"/>	Shankill branch
Edit	MSP-049185	543725	Fifth Test	Pending	€0	2015	<input type="checkbox"/>	Shankill branch
Edit	MSP-049186	543725	Fifth Test	Pending	€0	2015	<input type="checkbox"/>	Shankill branch
Edit	MSP-049187	543725	Fifth Test	Pending	€0	2015	<input type="checkbox"/>	Shankill branch

Affiliation of members in MIAMI!

Adding members to your club and updating their membership status (Pay / Renew their affiliation fee).

For the purposes of MIAMI a member is simply a contact for the club; You must change the “membership status” to “paid” for them to be approved for affiliation by National Office.

A Membership is either:

- Pending – the membership record has been created, but payment is not confirmed
- Paid → payment has been confirmed by the National Office
- Rejected (Reason will be visible to club secretary on the most recent statement)

A Statement; lists the memberships that are sent in a batch to National Office. Each membership record must be linked to one statement. Once a statement is submitted to the national office it cannot be modified by the club.

Members who pay by Direct Debit;

There is no need to make any changes to the members who pay by direct debit; these will appear on the statement with the “Pays by direct debit” box already ticked.

Re-Affiliating Members whom pay Cash;

At the start of the club year (September) National Office will create pending membership records for each current and lapsed member in your club on one statement.

Once the statement record is created, the club secretary can renew the membership for a member by going to the statement, selecting the membership record and ticking the "Fee paid to club" box. The status of this membership record is "Pending" until National Office confirms that the fee has been received.

As a club affiliates members from the original statement it will renew until all members are affiliated. If / when a club wants to affiliate new member(s) then the club secretary can add the member(s) to a statement that is available to you.

Members who are 3rd level Students Affiliating to their College and Home Club;

These members still need to complete a college club member affiliation form and it should be submitted by the club with payment directly to National Office for student number verification. ***A student will not be affiliated to their home club until their college club has ten members.***

First-Time Members

You must first create a Member – the contact details etc.

Go to the members tab

Create new member. ***(This could be a new member you have received money from or indeed any club contact or potential member)***

You can see that there are sections with Required Information (RED BAR); you cannot save a new contact without having this information; (phone address etc.)

Member Edit: New Member

Home | Members | Membership Status | Statements

Welcome, Macra Shankill
My Profile | Logout

Shortcuts
• My Club
• Currently Affiliated Members

Recent Items
Test 10
Test 10
GAA 7-a-Side Men's Competition 2014
CM-1308-3479
Tes test13
CM-1308-3493

Member Edit: New Member

Save Save & New Cancel

Information

Name Test 11
Salutation Mr.
Gender Male
Date of birth 14/08/1987 [19/08/2013]
Date joined
Most recent membership status
Last affiliation from old system

Pays by direct debit
Home club
College club

Occupation

Main Occupation Public sector – technical/specialised
Main Enterprise --None--
Secondary Enterprise --None--

Are you also a part-time farmer Yes
Enterprise Tillage

Contact details

House name or number and Street 123 His Place
Area or Town Dublin 4
County Dublin

Phone 0861234567
Email test11@gmail.com
Do not send email newsletter

System Information

Owner Macra Shankill

Save Save & New Cancel

Home | Members | Membership Status | Statements

To create new memberships / affiliations.

1. Find current payment pending statement. (Says "Payment Pending" as status.)
2. In the statement record that appears, click on "Reaffiliating or NEW Membership":

Statement
STM-13-458

« [Back to List: Statements](#)

Statement Detail Edit Clone

Statement ID	STM-13-458
Membership year	2014
Club	Shankill branch

Payment to National Office

Payment method	Payment pending
----------------	-----------------

Realex details

Pay by Realex	Realex Ireland
Realex confirmation number	

Cheque details

Cheque / Bank transfer number	
-------------------------------	--

System Information

Created By	Macra Shankill, 02/05/2013 11:08
------------	----------------------------------

Edit Clone

Memberships Reaffiliating or New Membership

No records to display

3. Click on the lookup icon and find the member: This will assign the member to this membership record

Membership Edit Save Save & New Cancel

Information = Required Information

Member	<input type="text"/>		Statement	<input type="text" value="STM-13-458"/>	
Year	<input type="text" value="2014"/>		Club	<input type="text" value="Shankill branch"/>	
Status	<input type="text" value="Pending"/>		Expiry	<input type="text" value="31/10/2014"/> [02/05/2013]	

If rejected, give reason

Fee paid to club ☐

Student paying the club ☐

College that the student attends

Save Save & New Cancel

4. By default the lookup dialog box shows the members you have recently looked at. Enter at least two letters from the member's name to find a member and click on "Go!" You will only see members from your own club, select the member by clicking on their name:

Search ~ Club Secretary Portal

macra.force.com

Lookup

Search

< [Clear Search Results](#)

Search Results

Members [2]

Name	City or County	Home club	College club
<u>Joe Bloggs</u>	Co. Offaly	Shankill branch	

Click to select Joe Bloggs

5. This will fill in the member's name in the membership record.

Membership Edit

Information ! = Required Information

Member

Year

Status

If rejected, give reason

☒ Fee paid to club

Statement

Club

Expiry

☐ Student paying the club

- ✓ If the member is paying the fee now, click on "Fee paid to club"
- ✓ If the member is a student in a college club but wants to pay the home club rather than paying through their college, click on "Student paying the club" and fill in the name of the college, however this will need to be verified by national office (student number) .
- ✓ Then click on "Save"

6. This will take you back to the statement.

Statement
STM-13-458

[« Back to List: Statements](#)

Statement Detail

Edit


Clone

Statement ID	STM-13-458	Total due from members	€40
Membership year	2014	Total paid by members to club	€0
Club	Shankill branch	Total paid by members to National Office	€0
		Amount still to be collected	€40

Payment to National Office

Payment method

Payment pending


Payment received 

☐


Realex details

Pay by Realex

[Realex Ireland](#)

Realex confirmation number 

Cheque details

Cheque / Bank transfer number 

System Information

Created By

Macra Shankill, 02/05/2013 11:08

Last Modified By

Macra Shankill, 0

Edit

Clone

Memberships

Reaffiliating or New Membership

<input type="checkbox"/> Action	Membership: Membership ID	Name	Status	Amount paid
<input type="checkbox"/> Edit	MSP-001356	Joe Bloggs	Pending	€0

- ✓ When you are ready to forward the statement to the National Office, click on “Edit” and select the payment method.
- ✓ If paying by Realex, enter the confirmation number that you receive from Realex.
- ✓ If paying by cheque, enter the cheque number
- ✓ If paying my bank transfer, enter the bank transfer number.
- ✓ When you change the payment method from “Payment pending” and click “Save”, the statement is sent to the National Office.
- ✓ When the National Office receive the payment, they will tick the “Payment received” box and change the membership status to “Paid”

Secretary Club Statement(s) View.

Here the secretary can view any statements that are being worked on or being processed by National Office. It gives a summation of monies owed and paid to the Club and National Office

Statements: Home ~ Club Se X

https://eu2.salesforce.com/a0P/o

Macra na Feirme

Logged in as Macra Shankill (shankillmacra@enclude.i

Home Members Membership Status **Statements**

Welcome, Macra Shankill

[My Profile](#) | [Logout](#)

Shortcuts

- My Club
- Currently Affiliated Members

Recent Items

- GAA 7-a-Side Men's Competition 2014
- CM-1308-3479
- Tes test13
- CM-1308-3493
- Shankill branch
- STM-13-876

Statements Home

View: All Go!

Statements not received View: Statements submitted

Recent Recently Viewed

Statement ID	Club	Membership year	Payment method	Payment received	Total due from members	Total paid by members to National Office	Amount still to be collected
STM-13-876	Shankill branch	2015	Payment pending	<input type="checkbox"/>	€100	€0	€00
STM-13-861	Shankill branch	2014	Cheque sent to National Office	<input type="checkbox"/>	€20	€0	€0
STM-13-819	Shankill branch	2014	Cheque sent to National Office	<input checked="" type="checkbox"/>	€60	€0	€0
STM-13-818	Shankill branch	2013	Cheque sent to National Office	<input checked="" type="checkbox"/>	€20	€0	-€20

[Home](#) | [Members](#) | [Membership Status](#) | [Statements](#)



Club Payment Options

The club will have the following membership payment options on MIAMI

- pay by cheque
- pay by EFT (lodging money direct to Macra's National Bank Account)

Sort Code 93-36-27 Account 05813089

- pay by Realex (this will be a link to our Realex page)

Clubs have the option to pay membership online through Realex.

You are advised to use a 3V card, which can be topped up with credit and used exactly like a VISA card. Other Credit cards can be used on Realex but you are not advised to use your own personal credit card.

The steps...

1. The treasurer needs to order a 3V card on www.3V.ie. There is no charge for this. The card must be ordered by an individual, giving name, address, DOB and selecting a password. The card will arrive after 5 - 7 working days.
2. The cardholder then goes to any Payzone retailer with cash/money order/bank draft and purchases credit. They will be issued with a receipt with a 16 digit VISA number.
3. If you choose 'pay by Realex', then use the 16 digit VISA number with the 3V card to make a payment.

Note: The maximum that can be purchased at any one time is €500 and the max that can be purchased in any continuous 12 month period is €2,500.

Charges: €2.50 for purchasing credit from €30 - €100; €5.00 for amounts over €100. Monthly maintenance fee €3.00. *These charges will be incurred by the club.*

FYI, Macra will pay fees as follows: AIB Merchant A/C: Min €30 per month (€0.35 per transaction). Realex €15 per month (for up to 350 transactions, €0.70 per transaction, thereafter).

The screenshot shows a web browser displaying the Macra Members Database. The page is titled 'Statement: STM-13-1289' and shows details for a statement. A red arrow points to a link that says 'Click Here to Pay by Realex (redirected to web-site) & get reference number.' The page also shows a list of recent items on the left and a table of statement details on the right.

Statement Detail	
Statement ID	STM-13-1289
Membership year	2014
Club	Shankill branch
Total due from members	€0.00
Total paid by members to club	€0.00
Total paid by members to National Office	€0.00
Amount still to be collected	€0.00

Payment to National Office: Payment method: Paid by Realex. Payment received: ☐

Realex details: Pay by Realex: [Realex Ireland](#) Click Here to Pay by Realex (redirected to web-site) & get reference number. Realex confirmation number: 12465

Cheque details: Cheque / Bank transfer number:

System Information: Created By: Macra Shankill, 06/08/2013 16:33. Last Modified By: Macra Shankill, 11/08/2013 07:43

Editing member's details

It is important to keep member's address, phone, occupation and e-mail address up to date so that they receive all communication they request from both their Macra club and National Office.

Please *note you cannot edit a member's date of birth or club.*

- Go to the members Tab
- Find the member who's details you want to edit
- Click on their name.
- Click the Edit option at the top
- The following screen appears.

The screenshot shows the 'Member Edit' page for 'Joey Sixth test' in the 'Macra na Feirme' system. The page is titled 'Member Edit: Joey Sixth test ~ Club Secretary Portal'. The user is logged in as 'Macra Shankill (shankillmac)'. The page has a sidebar with 'Home', 'Members', 'Membership Status', and 'Statements' tabs. The 'Members' tab is active. The sidebar also contains a 'Welcome, Macra Shankill' section with 'My Profile' and 'Logout' links, a 'Shortcuts' section with 'My Club' and 'Currently Affiliated Members', and a 'Recent Items' section with a list of items including 'Joey Sixth test', 'Shankill branch', 'STM-13-882', 'MSP-051616', 'OP-012665', 'OP-012664', 'STM-13-881', 'Tes test13', and 'Test 1'. The main content area is titled 'Member Edit Joey Sixth test' and has 'Save', 'Save & New', and 'Cancel' buttons. The form is divided into several sections: 'Information' (Name: Joey Sixth test, Salutation: Mr., Gender: Male, Date of birth: 11/08/1978, Date joined: 10/09/2013, Most recent membership status: 2014 Paid), 'Occupation' (Main Occupation: Agri Services, Main Enterprise: --None--, Secondary Enterprise: --None--, Are you also a part-time farmer: Yes, Enterprise: Pigs), 'Contact details' (House name or number and Street: 30 The Mews, Area or Town: Ballygoferwards, County: Clare, Phone: 08712121212, Email: joey@gmail.com, Do not send email newsletter: No), and 'System Information' (Owner: Macra Shankill). A legend indicates that red bars next to fields denote 'Required Information'.

- Update the required Information
- Click 'Save'

Assigning / Updating club officers

On the home screen click on *My Club*

Club: Shankill branch > Club Secretary Portal

Logged in as Macra Shankill (shankillmacra@macra.ie)

Macra na Feirme

Home Members Membership Status Statements

Welcome, Macra Shankill

My Profile | Logout

Shortcuts

- My Club
- Currently Affiliated Members

Recent Items

- Shankill branch
- Joey Sixth test
- STM-13-882
- MSP-051616
- OP-012665
- OP-012664
- STM-13-881
- Tes test13
- Test 1

Club Detail

Club Name: Shankill branch College club ☐

Year created: 2013

TDO for county/region: Jacqueline Walsh

Number of paid members: 4

Office positions

New Office position

Action	Reference	Member	Position	Start date	End date
	OP-012664	Test 1	Club Chair	06/09/2013	05/09/2014
	OP-012665	forth test	Club Treasurer	06/09/2013	05/09/2014

Home Club Members

New Member

Action	Name	Phone	Most recent membership status	Pays by direct debit	College club	Area or Town	County	Date of birth	Age	Email
Edit	Test 10	0871234567	2014 Pending	<input type="checkbox"/>		Dublin 4	Dublin	01/03/1991	22	
Edit	Test 11	0861234567	2014 Pending	<input type="checkbox"/>		Dublin 4	Dublin	14/08/1987	26	test11@gmail.com

See the Office Positions Section

If for example the AGM was yesterday and you now want to change the officer's click;

- New Office Position.**
- Find the member in the "pop-up" that is the new "Officer".**
- Enter "today" (the day you held AGM / Made Changes) as the start date.** (Note the 31st of October of the following year is the default end date). If you change a club officer through-out the year it automatically cancels out the previous officer.
- Save all changes.(see next page for screen-shot explanation)**

1. By clicking on this magnifying glass 'Look Up' this pop up will appear. Start typing the new officer's name into the search box

2. Select the correct officership from the dropdown arrow e.g. Chairperson
3. Select the date the person starts in that officership e.g. date of the AGM.

End date is 31st October of the following year and is set by default. There is no need to edit this.

[Home](#) | [Members](#) | [Membership Status](#) | [Statements](#)